



1. Do not send sensitive data, such as credit card numbers, social security numbers, and driver license numbers, outside of ADOA unless there is a business need.
2. If a business need exists, when communicating with entities outside of ADOA, use secure methods of transferring sensitive data. For example, instead of sending credit card information through email, use the vendor's secure website (the URL will have https://).
3. If there is not an option to use a secure website or other secure portal, type the word "Secure" in the subject line of your email. Typing "Secure" in the subject line of your email will force encryption of your message to ensure it arrives at its destination in the most protected manner.

For more information on Internet safety, please visit  
<http://www.msiasac.org/awareness/news/>

[WWW.AZDOA.GOV/AIS](http://WWW.AZDOA.GOV/AIS) | [secadm@azdoa.gov](mailto:secadm@azdoa.gov)

# January 2011

| Sun   | Mon           | Tue | Wed | Thu | Fri          | Sat |
|-------|---------------|-----|-----|-----|--------------|-----|
|       |               |     |     |     |              | 1   |
| 2     | 3             | 4   | 5   | 6   | 7            | 8   |
| 9     | 10            | 11  | 12  | 13  | 14<br>Payday | 15  |
| 16    | 17<br>Holiday | 18  | 19  | 20  | 21           | 22  |
| 23/30 | 24/31         | 25  | 26  | 27  | 28<br>Payday | 29  |